

Handley Regional Library
Regular Operating Expense Transactions
December 2014

Type	Date	Num	Name	Account	Debit	Credit
Check	12/10/2014	ACH	Treasurer of VA Treasurer of VA Treasurer of VA Treasurer of VA	109-000 · Cash-Bank (BoCC) 414-000 · Employer VRS 414-000 · Employer VRS 414-000 · Employer VRS	 642.50 7,581.84 15.78	8,240.12
					8,240.12	8,240.12
Check	12/5/2014	15549	Woodwise, Inc. Woodwise, Inc.	109-000 · Cash-Bank (BoCC) 634-000 · Library Furn & Fix	 1,000.00	1,000.00
					1,000.00	1,000.00
Check	12/5/2014	15550	Auto Glass Experts Auto Glass Experts	109-000 · Cash-Bank (BoCC) 588-000 · Vehicle Expense	 190.00	190.00
					190.00	190.00
Check	12/5/2014	15551	Children's Plus Inc Children's Plus Inc Children's Plus Inc Children's Plus Inc Children's Plus Inc Children's Plus Inc	109-000 · Cash-Bank (BoCC) 426-001 · State 426-001 · State 426-001 · State 426-001 · State 426-200 · FFB	 1,842.00 76.17 2,138.36 40.17 578.52	4,675.22
					4,675.22	4,675.22
Check	12/5/2014	15552	Capital Tristate Capital Tristate	109-000 · Cash-Bank (BoCC) 582-002 · Bowman Library	 167.18	167.18
					167.18	167.18
Check	12/5/2014	15553	Fine Line, Inc. Fine Line, Inc.	109-000 · Cash-Bank (BoCC) 588-000 · Vehicle Expense	 136.00	136.00
					136.00	136.00
Check	12/5/2014	15554	Frederick County Sanitation Authority Frederick County Sanitation Authority	109-000 · Cash-Bank (BoCC) 472-000 · Water & Sewer	 100.93	100.93
					100.93	100.93
Check	12/5/2014	15555	Landmark Elevator, Inc. Landmark Elevator, Inc.	109-000 · Cash-Bank (BoCC) 444-000 · Elevator Inspections	 128.75	128.75
					128.75	128.75
Check	12/5/2014	15556	McDaniel Piping Service, Inc. McDaniel Piping Service, Inc.	109-000 · Cash-Bank (BoCC) 582-002 · Bowman Library	 463.50	463.50
					463.50	463.50
Check	12/5/2014	15557	Minnesota Life Minnesota Life	109-000 · Cash-Bank (BoCC) 414-000 · Employer VRS	 67.22	67.22
					67.22	67.22
Check	12/5/2014	15558	Office Depot Office Depot	109-000 · Cash-Bank (BoCC) 560-000 · Office Supplies	 62.99	62.99
					62.99	62.99
Check	12/5/2014	15559	Patton's Movers, Inc. Patton's Movers, Inc. Patton's Movers, Inc.	109-000 · Cash-Bank (BoCC) 590-000 · Other Operating Expenses 590-000 · Other Operating Expenses	 200.00 95.28	295.28
					295.28	295.28
Check	12/5/2014	15560	Quill Quill Quill	109-000 · Cash-Bank (BoCC) 560-000 · Office Supplies 560-000 · Office Supplies	 25.56 6.39	19.17
					25.56	25.56
Check	12/5/2014	15561	Shentel Shentel	109-000 · Cash-Bank (BoCC) 475-000 · Internet Telecommunications	 2,985.00	2,985.00
					2,985.00	2,985.00
Check	12/5/2014	15562	Stanley Access Tech Stanley Access Tech	109-000 · Cash-Bank (BoCC) 582-004 · Handley Library	 1,353.65	1,353.65
					1,353.65	1,353.65
Check	12/5/2014	15563	Staples Business Advantage Staples Business Advantage Staples Business Advantage	109-000 · Cash-Bank (BoCC) 540-002 · library supplies & mat/state 560-000 · Office Supplies	 29.98 11.48	41.46
					41.46	41.46
Check	12/5/2014	15564	Washington Gas Washington Gas	109-000 · Cash-Bank (BoCC) 470-000 · Heating	 529.21	529.21
					529.21	529.21

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Type	Date	Num	Name	Account	Debit	Credit
Check	12/5/2014	15565	The Winchester Star The Winchester Star	109-000 · Cash-Bank (BoCC) 501-000 · Advertising	112.80	112.80
					112.80	112.80
Check	12/5/2014	15566	Tech Team Solutions, LLC Tech Team Solutions, LLC	109-000 · Cash-Bank (BoCC) 575-000 · Prof Services - Other	488.00	488.00
					488.00	488.00
Check	12/5/2014	15567	Ritchie, Patricia T. Ritchie, Patricia T.	109-000 · Cash-Bank (BoCC) 590-000 · Other Operating Expenses	48.02	48.02
					48.02	48.02
Check	12/5/2014	15568	Huddy, John N Huddy, John N	109-000 · Cash-Bank (BoCC) 590-000 · Other Operating Expenses	31.23	31.23
					31.23	31.23
Check	12/5/2014	15569	Gangai, Aimee L Gangai, Aimee L	109-000 · Cash-Bank (BoCC) 545-001 · Children's programs	15.77	15.77
					15.77	15.77
Check	12/5/2014	15570	Bly, Carolyn S. Bly, Carolyn S.	109-000 · Cash-Bank (BoCC) 560-000 · Office Supplies	131.53	131.53
					131.53	131.53
Check	12/5/2014	15571	Tracy Drumheller Tracy Drumheller	109-000 · Cash-Bank (BoCC) 582-002 · Bowman Library	90.37	90.37
					90.37	90.37
Check	12/5/2014	15572	Sutter, Jennifer J Sutter, Jennifer J	109-000 · Cash-Bank (BoCC) 545-001 · Children's programs	123.05	123.05
					123.05	123.05
Check	12/5/2014	15573	Winchester-Frederick County Histori... Winchester-Frederick County Histori...	109-000 · Cash-Bank (BoCC) 590-003 · Cochran	1,150.00	1,150.00
					1,150.00	1,150.00
Check	12/19/2014	15575	Handley Regional Library/Petty cash Handley Regional Library/Petty cash Handley Regional Library/Petty cash	109-000 · Cash-Bank (BoCC) 565-000 · Postage 540-002 · library supplies & mat/state	99.22 13.46	112.68
					112.68	112.68
Check	12/19/2014	15576	Anderson Control, Inc. Anderson Control, Inc. Anderson Control, Inc.	109-000 · Cash-Bank (BoCC) 449-000 · Alarm System 449-000 · Alarm System	300.00 300.00	600.00
					600.00	600.00
Check	12/19/2014	15577	Anthem Blue Cross and Blue Shield Anthem Blue Cross and Blue Shield	109-000 · Cash-Bank (BoCC) 418-000 · Employer Medical Insurance	12,997.00	12,997.00
					12,997.00	12,997.00
Check	12/19/2014	15578	B-K Office supply, inc B-K Office supply, inc B-K Office supply, inc B-K Office supply, inc	109-000 · Cash-Bank (BoCC) 560-000 · Office Supplies 560-000 · Office Supplies 560-000 · Office Supplies	160.00 45.99 123.16	329.15
					329.15	329.15
Check	12/19/2014	15579	Crawford Electronic, Inc. Crawford Electronic, Inc.	109-000 · Cash-Bank (BoCC) 582-002 · Bowman Library	281.25	281.25
					281.25	281.25
Check	12/19/2014	15580	A Cut Above Landscaping & Lawn C... A Cut Above Landscaping & Lawn C...	109-000 · Cash-Bank (BoCC) 445-000 · Lawn Care	225.00	225.00
					225.00	225.00
Check	12/19/2014	15581	Demco Demco	109-000 · Cash-Bank (BoCC) 540-002 · library supplies & mat/state	926.62	926.62
					926.62	926.62
Check	12/19/2014	15582	Dex Media Dex Media	109-000 · Cash-Bank (BoCC) 501-000 · Advertising	88.00	88.00
					88.00	88.00
Check	12/19/2014	15583	Foundation Center Foundation Center	109-000 · Cash-Bank (BoCC) 436-000 · Other Non-Book Materials	1,990.00	1,990.00
					1,990.00	1,990.00

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Type	Date	Num	Name	Account	Debit	Credit
Check	12/19/2014	15584	Lowes Business Account Lowes Business Account	109-000 · Cash-Bank (BoCC) 535-000 · Janitorial Mat'ls & Supplies	26.91	26.91
					26.91	26.91
Check	12/19/2014	15585	Oriental Trading Company Oriental Trading Company	109-000 · Cash-Bank (BoCC) 545-001 · Children's programs	35.00	35.00
					35.00	35.00
Check	12/19/2014	15586	PermaCard PermaCard	109-000 · Cash-Bank (BoCC) 540-002 · library supplies & mat/state	919.47	919.47
					919.47	919.47
Check	12/19/2014	15587	Quill Quill	109-000 · Cash-Bank (BoCC) 560-000 · Office Supplies	6.39	6.39
					6.39	6.39
Check	12/19/2014	15588	Research Technology International, ... Research Technology International, ...	109-000 · Cash-Bank (BoCC) 540-002 · library supplies & mat/state	186.95	186.95
					186.95	186.95
Check	12/19/2014	15589	Shallow Creek Electrical Services, LLC Shallow Creek Electrical Services, LLC Shallow Creek Electrical Services, LLC	109-000 · Cash-Bank (BoCC) 582-004 · Handley Library 582-004 · Handley Library	100.00 100.23	200.23
					200.23	200.23
Check	12/19/2014	15590	Televend Services, Inc. Televend Services, Inc.	109-000 · Cash-Bank (BoCC) 351-001 · Fund Raising Projects Expe...	264.25	264.25
					264.25	264.25
Check	12/19/2014	15591	Total Technology Management Total Technology Management	109-000 · Cash-Bank (BoCC) 582-002 · Bowman Library	120.00	120.00
					120.00	120.00
Check	12/19/2014	15592	Unique Management Services, Inc. Unique Management Services, Inc.	109-000 · Cash-Bank (BoCC) 575-000 · Prof Services - Other	313.25	313.25
					313.25	313.25
Check	12/19/2014	15593	Vernon Library Supplies Vernon Library Supplies	109-000 · Cash-Bank (BoCC) 540-002 · library supplies & mat/state	294.57	294.57
					294.57	294.57
Check	12/19/2014	15594	Verizon Verizon	109-000 · Cash-Bank (BoCC) 476-000 · Telephone - Regular	812.63	812.63
					812.63	812.63
Check	12/19/2014	15595	Cardmember Services Cardmember Services Cardmember Services Cardmember Services Cardmember Services Cardmember Services Cardmember Services Cardmember Services Cardmember Services Cardmember Services	109-000 · Cash-Bank (BoCC) 488-002 · Administration CE 560-000 · Office Supplies 560-000 · Office Supplies 560-000 · Office Supplies 501-000 · Advertising 560-000 · Office Supplies 640-000 · Computer Hardware 501-000 · Advertising 565-000 · Postage	112.20 54.98 109.96 116.32 70.00 83.96 454.70 23.11 62.75	1,087.98
					1,087.98	1,087.98
Check	12/19/2014	15596	Washington Gas Washington Gas	109-000 · Cash-Bank (BoCC) 470-000 · Heating	1,988.78	1,988.78
					1,988.78	1,988.78
Check	12/19/2014	15597	City of Winchester, Treasurer City of Winchester, Treasurer	109-000 · Cash-Bank (BoCC) 588-000 · Vehicle Expense	88.89	88.89
					88.89	88.89
Check	12/19/2014	15598	Woodwise, Inc. Woodwise, Inc.	109-000 · Cash-Bank (BoCC) 634-000 · Library Furn & Fix	2,750.00	2,750.00
					2,750.00	2,750.00
Check	12/19/2014	15599	Shenandoah Valley Electric Coopera... Shenandoah Valley Electric Coopera... Shenandoah Valley Electric Coopera...	109-000 · Cash-Bank (BoCC) 468-000 · Electric 468-000 · Electric	3,289.27 3,728.80	7,018.07
					7,018.07	7,018.07

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Type	Date	Num	Name	Account	Debit	Credit
Check	12/26/2014	15600	Handley Regional Library/Petty cash	109-000 · Cash-Bank (BoCC)		88.74
			Handley Regional Library/Petty cash	565-000 · Postage	53.32	
			Handley Regional Library/Petty cash	560-000 · Office Supplies	35.42	
					88.74	88.74
Check	12/26/2014	15601	B-K Office supply, inc	109-000 · Cash-Bank (BoCC)		5.79
			B-K Office supply, inc	560-000 · Office Supplies	5.79	
					5.79	5.79
Check	12/26/2014	15602	Brodart	109-000 · Cash-Bank (BoCC)		1,959.94
			Brodart	426-001 · State	32.49	
			Brodart	426-001 · State	197.56	
			Brodart	426-001 · State	90.82	
			Brodart	426-001 · State	30.87	
			Brodart	426-001 · State	65.73	
			Brodart	426-001 · State	14.54	
			Brodart	426-001 · State	111.51	
			Brodart	426-001 · State	75.84	
			Brodart	426-001 · State	414.65	
			Brodart	426-001 · State	214.13	
			Brodart	426-001 · State	238.96	
			Brodart	426-001 · State	57.00	
			Brodart	426-001 · State	30.87	
			Brodart	426-001 · State	72.55	
			Brodart	426-001 · State	93.44	
			Brodart	426-001 · State	11.02	
			Brodart	426-001 · State	64.98	
			Brodart	426-001 · State	28.96	
			Brodart	426-200 · FFB	33.84	
			Brodart	426-200 · FFB	30.87	
			Brodart	426-200 · FFB	19.76	
			Brodart	426-200 · FFB	29.55	
				1,959.94	1,959.94	
Check	12/26/2014	15603	Capital Tristate	109-000 · Cash-Bank (BoCC)		159.50
			Capital Tristate	535-000 · Janitorial Mat'ls & Supplies	21.10	
			Capital Tristate	535-000 · Janitorial Mat'ls & Supplies	3.84	
			Capital Tristate	535-000 · Janitorial Mat'ls & Supplies	104.04	
				30.52		
				159.50	159.50	
Check	12/26/2014	15604	Children's Plus Inc	109-000 · Cash-Bank (BoCC)		742.67
			Children's Plus Inc	426-001 · State	742.67	
				742.67	742.67	
Check	12/26/2014	15605	Gale	109-000 · Cash-Bank (BoCC)		220.59
			Gale	426-200 · FFB	220.59	
				220.59	220.59	
Check	12/26/2014	15606	Hollinger Metal Edge, Inc.	109-000 · Cash-Bank (BoCC)		609.62
			Hollinger Metal Edge, Inc.	540-002 · library supplies & mat/state	609.62	
				609.62	609.62	
Check	12/26/2014	15607	Ingram	109-000 · Cash-Bank (BoCC)		1,886.99
			Ingram	426-001 · State	49.08	
			Ingram	426-001 · State	22.23	
			Ingram	426-001 · State	25.04	
			Ingram	426-001 · State	25.11	
			Ingram	426-001 · State	61.84	
			Ingram	426-001 · State	9.84	
			Ingram	426-001 · State	32.70	
			Ingram	426-001 · State	35.44	
			Ingram	426-001 · State	649.29	
			Ingram	426-001 · State	14.79	
			Ingram	426-001 · State	50.70	
			Ingram	426-001 · State	28.62	
			Ingram	426-001 · State	66.30	
			Ingram	426-001 · State	32.81	
			Ingram	426-001 · State	12.94	
			Ingram	426-001 · State	15.33	
			Ingram	426-001 · State	17.05	
			Ingram	426-001 · State	49.35	
			Ingram	426-001 · State	114.06	
			Ingram	426-001 · State	60.42	
			Ingram	426-001 · State	9.82	
			Ingram	426-001 · State	50.15	
Ingram	426-001 · State	30.20				
Ingram	426-001 · State	40.41				

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Type	Date	Num	Name	Account	Debit	Credit
			Ingram	426-001 · State	25.04	
			Ingram	426-001 · State	123.86	
			Ingram	426-001 · State	32.70	
			Ingram	426-001 · State	51.92	
			Ingram	426-001 · State	62.60	
			Ingram	426-001 · State	6.54	
			Ingram	426-001 · State	44.53	
			Ingram	426-001 · State	36.28	
					1,886.99	1,886.99
Check	12/26/2014	15608	JanWay Company USA, Inc. JanWay Company USA, Inc.	109-000 · Cash-Bank (BoCC) 351-001 · Fund Raising Projects Expe...	263.61	263.61
					263.61	263.61
Check	12/26/2014	15609	Manufacturers' News, Inc. Manufacturers' News, Inc.	109-000 · Cash-Bank (BoCC) 426-200 · FFB	129.45	129.45
					129.45	129.45
Check	12/26/2014	15610	Midwest Tape Midwest Tape Midwest Tape Midwest Tape Midwest Tape Midwest Tape Midwest Tape Midwest Tape Midwest Tape Midwest Tape	109-000 · Cash-Bank (BoCC) 434-001 · State Funding 434-001 · State Funding 434-001 · State Funding 434-001 · State Funding 434-001 · State Funding 434-001 · State Funding 434-001 · State Funding 434-001 · State Funding 434-001 · State Funding	364.32 352.90 14.84 74.93 773.80 29.98 39.99 85.45 16.49	1,752.70
					1,752.70	1,752.70
Check	12/26/2014	15611	Norvac Lock Technology, Inc. Norvac Lock Technology, Inc.	109-000 · Cash-Bank (BoCC) 535-000 · Janitorial Mat'ls & Supplies	22.00	22.00
					22.00	22.00
Check	12/26/2014	15612	OCLC OCLC	109-000 · Cash-Bank (BoCC) 585-000 · Solinet Charges	61.05	61.05
					61.05	61.05
Check	12/26/2014	15613	The Shopper Inc The Shopper Inc	109-000 · Cash-Bank (BoCC) 634-000 · Library Furn & Fix	504.59	504.59
					504.59	504.59
Check	12/26/2014	15614	Solutex, Inc. Solutex, Inc.	109-000 · Cash-Bank (BoCC) 535-000 · Janitorial Mat'ls & Supplies	388.50	388.50
					388.50	388.50
Check	12/26/2014	15615	Southern Refrigeration Corp. Southern Refrigeration Corp.	109-000 · Cash-Bank (BoCC) 535-000 · Janitorial Mat'ls & Supplies	103.90	103.90
					103.90	103.90
Check	12/26/2014	15616	Staples Business Advantage Staples Business Advantage Staples Business Advantage Staples Business Advantage	109-000 · Cash-Bank (BoCC) 560-000 · Office Supplies 560-000 · Office Supplies 540-002 · library supplies & mat/state	50.82 15.59 55.15	121.56
					121.56	121.56
Check	12/26/2014	15617	Vac-Shack Vac-Shack	109-000 · Cash-Bank (BoCC) 535-000 · Janitorial Mat'ls & Supplies	19.96	19.96
					19.96	19.96
Check	12/26/2014	15618	Washington Gas Washington Gas	109-000 · Cash-Bank (BoCC) 470-000 · Heating	1,337.29	1,337.29
					1,337.29	1,337.29
Check	12/26/2014	15619	Winchester Public Utilities Winchester Public Utilities	109-000 · Cash-Bank (BoCC) 472-000 · Water & Sewer	652.58	652.58
					652.58	652.58
Check	12/26/2014	15620	Ritchie, Patricia T. Ritchie, Patricia T.	109-000 · Cash-Bank (BoCC) 590-000 · Other Operating Expenses	68.16	68.16
					68.16	68.16
Check	12/1/2014	EFT	Authorize.net Authorize.net Authorize.net Authorize.net	109-000 · Cash-Bank (BoCC) 590-002 · Credit card processsing fees 590-002 · Credit card processsing fees 590-002 · Credit card processsing fees	20.00 16.40 7.50	43.90
					43.90	43.90

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Handley Regional Library
Regular Operating Expense Transactions
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Type	Date	Num	Name	Account	Debit	Credit
Check	12/31/2014	EFT	Bank of Clarke County	109-000 · Cash-Bank (BoCC)		65.01
			Bank of Clarke County	590-000 · Other Operating Expenses	65.01	
					<u>65.01</u>	<u>65.01</u>
TOTAL					<u>67,524.01</u>	<u>67,524.01</u>